

TRIPURA GAZETTE

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA GENERAL ADMINISTRATION(PERSONNEL & TRAINING) DEPARTMENT

G .O. No. 03

File No.20(4)-GA(P&T)/19(Part-II)

Dated, Agartala, the 13th August, 2020.

ABSTRACT

Amendment of Common RRs for the post of Office Superintendent Grade posts -Repeal of existing Common Recruitment Rules thereof- Order issued.

Read: G.O No. 09, [File No.F.20(1)-GA(P&T)/2004] dated 30th September, 2004
Notification No.F.20 (1)-GA(P&T)/2004 dated.30.09.2004.

ORDER

The New Recruitment Policy, 2018 was notified vide Notification No.F.20(1)-GA(P&T)/18 dated 5th June, 2018 and as per the New Recruitment Policy, 2018, the written test should be the primary means to test suitability of candidates.

2. The existing Recruitment Rules for the posts, common to different Departments such as Office Superintendent/Office Superintendent (Accounts) / Office Superintendent (Treasury)/ Office Superintendent (Audit) notified vide G.O. No. 9, dated 30th September, 2004 and Notification of even No. dated 30.09.2004 have been reviewed and amended.


3. Henceforth, the Administrative Departments would not be required to process, frame and finalize Recruitment Rules for the same category/level of Office Superintendent Grade posts. The existing Recruitment Rules for the posts of the same categories/level (aforesaid grade) under the Government of Tripura, that were notified based on provisions of the common RRs issued by GA(P&T) Department hereby stand repealed with immediate effect and are replaced by these amended common Recruitment Rules. The concerned Department shall notify the revised Recruitment Rules (Schedule) based on the provisions of these amended Common RRs (copy enclosed) [Annexure-I] in appropriate manner as per FORMAT of notification enclosed mentioning the name of the feeder post(s)(Column No.11) and number of posts etc. of the respective Department(against Column No.1-4) with the approval of the Finance Department.

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4. All the Departments having common posts of Office Superintendent/Office Superintendent (Accounts)/Office Superintendent (Treasury)/ Office Superintendent (Audit) shall follow the provisions of these amended Common RRs for the said categories of common posts as exists in the respective Departments.

Enclo:-As stated.

By order of the Governor,


13/08/2020
(Md. H. Rahaman)
Under Secretary to the
Government of Tripura.

FORMAT

NOTIFICATION

In exercise of the powers conferred by proviso to the Article-309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the [Name of the post(s)] in the Department /Organization namely:-

1. Short title commencement—

- (1) These rules may be called [name of the post(s)] of (write name concerned Dept./Orgn.) Recruitment Rules, (year....).
- (2) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Columns 2 to 4** of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in **Columns 5 to 13** of the said Schedule.

5. Disqualification:- No person-

(a) who has entered into or contracted a marriage with a person having spouse living;
or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 6. Power to relax:-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and in consultation with the TPSC and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.
- 7. Repeal:-** The Recruitment Rules for the aforementioned post existing in this Department are hereby stand repealed with immediate effect and are replaced by this Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.
- 8. Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O. No.....datedissued by the Government in the GA(P&T) Department.

By order and in the name of the Governor,

(Secretary)
of the concerned Department
Government of Tripura.

Annexure-I

No.F.....

Common RRs for the post of **Office Superintendent Grade**, common to various Departments, Government of Tripura.

SCHEDULE

1. Name of the post :- (Insert here the name of post(s) in the Office Superintendent Grade).

Note:-Any or more of the posts mentioned below if exists/exist in the department, shall be the Grade of Office Superintendent grade for the purpose of these rules:-

Office Superintendent/
Office Superintendent (Accounts)/
Office Superintendent (Treasury)/
Office Superintendent (Audit).

2. Number of posts :- (All existing sanctioned posts shall be specified by the respective Departments with concurrence of Finance Deptt plus additional post as and when created.).

3. Classification :- **Group-B(Non-Gazetted)**

4. Scale of pay :-

Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.
PB-3, Pay Band Scale Rs.10230-34800/- Grade-Pay-Rs.4600/-)	Cell-1 of Level-12 of Tripura State Pay Matrix, 2018[Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018]

subject to revision by the Government from time to time.

5. Method of recruitment whether :-
by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.

(i)100% By Promotion failing which by transfer on deputation failing both by Direct Recruitment.

(ii)(a) For direct recruitment, selection will be through competitive examinations (written and viva voce) to be conducted by TPSC as per provision of the New Recruitment Policy vide No. F.20(1)-GA(P&T)/18 dated 05.06.2018.

(b) Viva voce/Interview shall be not exceeding 10% of the Total Marks.

(c) Selection procedure:-

Sl. No	Written Exam	Marks	Duration
1	English	100	2(Two) hours
2	General Knowledge & Current Affairs	60	One and half hour[90 (ninety) minutes]
3	Job-oriented subject Accounts etc.	40	2(two) hours
4	Viva/Interview	20	As per TPSC norms.

(d)Syllabus:-Annexed with the Schedule of the RRs as **Annexure-A**.

6. Age limit for direct recruitment :- Upto 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH) /Government servant candidates.
7. Educational and other qualification required for direct recruitment :- (i) Graduate Degree of a recognized University with at least 15 years service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government.
(Experience certificate from the concerned department shall be required to be produced).
8. Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion. :- Age:- No.
Qualification:- No.
9. Whether Selection post or Non-Selection post :- For Direct recruitment:- Selection (As per Item No.5(ii) above).
For Promotion:- Non-selection.
10. Period of probation, if any :- 2(two) years.
11. In case of recruitment by promotion/ transfer on deputation, grades from which promotion/transfer on deputation is to be made. :- (i)**Promotion** from Head Clerk/Accountant grade posts such as Head Clerk/Accountant (Nazir)/Head Assistant /Head Clerk-cum-Accountant/Accountant who have completed at least 5(five) years service in the grade and passed the Tripura Accounts Training conducted by the State Government.
(Note:-Respective departments shall indicate the nomenclature of the feeder posts of the department itself here).
contd...

(ii) **Transfer on deputation** from analogous post failing which by deputation from suitable official holding the post of Head Clerk grade post under the State Government with 5(five) years regular service in the respective grade with Accounts Training passed.

Note:-

Departmental candidates who have completed 5(five) years regular services or more in the Head Clerk grade post and have attained the age of 55 years may be exempted from the passing the Accounts Training.

12. If a DPC exists, what is its composition :- Group-B(Non-Gazetted), DPC.
13. Circumstances in which TPSC is to be consulted while making recruitment. :- As required under the Tripura Public Service Commission (exemption from consultation) Regulations, 1973.
14. Repeal :- Existing Recruitment Rules-Similar RRs common to all Departments for the post of Office Superintendent Grade based on Notification No.F.20(1)-GA(P&T)/2004 dated 30th September, 2004, all earlier subsequent amendments in this regard are hereby repealed.

Secretary
Concerned Department.
Government of Tripura

Annexure-A

--SYLLABUS OF WRITTEN EXAMINATIONS:--

(For direct recruitment to the Office Superintendent Grade Posts through TPSC)

-:THE WRITTEN EXAMINATION WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing (Descriptive Type/Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases, synonyms & Antonyms. (OMR based MCQ Type)	60	
General Knowledge & Current Affairs.	(i)Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii)Elementary knowledge of Indian History and Indian Geography. (OMR based MCQ Type)	60	1.5 (one and half) hour [90(ninety) minutes]
Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India.(Assebnly & Parliament).	40	2(two) hours.

Note:- Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.

Secretary
Concerned Department.
Government of Tripura